



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail: drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2661 5168
Asst. Register : 2661 5138
B.Ed, H.Sc, Nsg, DMLT : 2660 3322
B.A., B.Com., M.A., M.Com., Law : 2661 1595
Accounts : 2660 8374
Degree, Mign, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304

Ref.No.: Exam/Web-Tender/2022-23/369

Date: 17.11.2022

**Sub.: Quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission
for the Academic year 2022-2023 of SNDT Women's University.**

Madam / Sir,

Sealed quotations are invited for quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNDT Women's University. Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to the Director (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 on Friday, 25th November, 2022 before 04:30 p.m.

(I) The Technical Bid should be as follows:

1. Certified copy of Profile of vendor:
Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;
2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
3. Certify copy of Shop and Establish Licence;
4. Certified GST Certificate and GST Return for the month of October 2022;
5. If GST is not applicable then declaration of the same;
6. Certified PAN Copy;
7. Certified copy of the work experience certificate regarding of online examination work at least two Universities OR Any Education Board Exams OR of government authorised institutions from vendors in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please)
8. Certified copy of list of clients with contact details;
9. If any work which requires specific expertise / technical specifications then the same should be mentioned.
10. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
11. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
12. Undertaking as Annexure – A.



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WOMEN'S UNIVERSITY**

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Juhu Road, Santacruz (West), Mumbai-400 049.**
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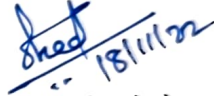
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CFC : 2660 8304

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(II) The Financial Bid should be as follows:

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

The Director (Add. Chg.), Board of Examinations and Evaluation, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai - 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.


(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

Invitation for Quotations

Quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNDT Women's University.

Ref.No.: Exam/Accounts/Quotation/2022-23/369

Date: 17.11.2022

Sealed quotations are invited quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNDT Women's University. The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

Name of Item	Quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNDT Women's University
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
To be Addressed to	The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai - 400049.
Contact Telephone	022-26615159
Deadline of submission	Friday, 25 th November, 2022 before 04:30 p.m.

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in 'Tenders/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes. On each envelope name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

Envelop No.1: Technical Bid.

The envelope must contain:

1. Certified copy of Profile of vendor:
Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;
2. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
3. Certified copy of Shop and Establish Licence;
4. Certified GST Certificate and GST Return for the month of October 2022;
5. If GST is not applicable then declaration of the same;
6. Certified PAN Copy;
7. Certified copy of the work experience certificate regarding of online examination work at least two Universities OR Any Education Board Exams OR of government authorised institutions from vendors in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please)
8. Certified copy of list of clients with contact details;
9. If any work which requires specific expertise / technical specifications then the same should be mentioned.
10. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
11. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
12. Undertaking as Annexure - A.

Envelop No.2: Financial Bid.

The envelop must contain:

1. Mentioning including all taxes.
2. If required component wise then format to be given component wise.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. **Quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNTD Women's University** in the following prescribed proforma:

(Offer should filled on letter head)

Annexure I

Ref.No.:

Date:

To,
The Director
(Addl Charge),
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai - 400 020.

Sub.: The Quotation for Ph.D. Entrance Test (PET) Online exams for Ph.D. Admission for the Academic year 2022-2023 of SNDT Women's University, Financial Bid.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
1.	<p>SNDTWU is invited quotations to execute the "Ph.D. Entrance Test (PET) – online examination" for the year 2022-2023. Tender documents may be downloaded from SNDTWU website www.sndt.ac.in</p> <p>The successful service provider/agency has to conduct the following examination process/work. The separate work contract order will be provided to the successful service provider/agency.</p> <p>1. Scheme of Examination : (Although changes are unlikely, changes if any are subject to approval of the competent authorities)</p> <p>i. Ph.D. Entrance Examination – For Ph.D. Programme admission</p> <p>a. Online MCQ Pattern with four options. b. Duration of examination will be – 1 Hour. c. Medium of examination will be – English, Gujarati, Hindi and Marathi. d. No. of Papers – Two papers ✓ Research Methodology – 50 mks – 1 hour ✓ Subject Specific – 50 mks – 1 hour e. No of Questions – 75 nos. – 50 questions to be attended f. Mark system – Each question carries one marks. No negative marking system</p> <p>ii. Schedule of Examination</p> <p>a. Tentative date for PET examination – 26th December, 2022</p>	Students 1000				

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	GST	Grant Total Amount with GST (In Rs.)
	<p>2. The Service Provider/ Agency will be responsible for setup and maintenance of the SOFTWARE which they are going to use for conduct of PET online examination. The software will store the following data of examination.</p> <ol style="list-style-type: none"> a. It should be customized as per need of SNDTWU. b. Candidate data, examination data, responses and related data with time stamps. c. Uploaded academic marksheets, certificates, caste related certificates etc. d. Retrieval of reports as and when required by SNDTWU e. Information of Unfair cases caught under auto proctored features during online examination. <p>The Service Provider/Agency will also provide adequate and technical qualified manpower /team to successfully execute and monitor the following main categories of deliverables as given below:</p> <ul style="list-style-type: none"> ✓ Pre-Examination Work ✓ Conduct of Online Examination ✓ Post Examination Work <p>3. BRIEF SCOPE OF WORK OF THIS ONLINE EXAMINATION:</p> <ol style="list-style-type: none"> a. Developing and customizing of Online Application Registration system. b. Receiving applications from prospective candidates through online mode. c. Extend provision for downloading of filled application form/ Registration Slip. d. Submission of consolidated application data / examination fee details. e. Preservation and submission of information and/or documents pertaining to receipts of applications whenever required. f. Arrangement to be provided for downloading of hall tickets to the eligible candidates. g. To develop a proforma for paper setting. h. To make sure about each and every subject paper receive or not and communicate to the concern with the help of non teaching staff. i. To provide training session for teaching and non teaching staff of the SNDTWU for Scrutiny. j. Evaluation of the candidates performance in the examination. k. Developing, finalization and provide result of the PET exam to examination department. l. Preservation and submission of information and/or documents pertaining to the above activities of the online examination process when sought for. 					

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p>✓ PRE - EXAMINATION WORK :</p> <ul style="list-style-type: none"> a. SNDTWU will arrange for publication of advertisement on vacancy and other terms and conditions in newspaper / website. b. The service provider/agency shall design, develop, customize and provide a landing page with a link on the official website of SNDTWU. c. Application of Registration System to be approved by SNDTWU before the same is uploaded by the Agency in the website for online registration of application by the candidates. d. The Agency will have to receive applications online in response to the press notification. e. The Agency will make sure that the mode of payment & payment gateway is regularly monitored. Any issues related to fee payment must be address by the Agency. f. The Agency shall send an email or SMS to all successfully registered eligible candidates informing them the date, time of examination and directing them to download the admit card and information hand-out from SNDTWU website. g. Each and every email received on the matter has to be replied by the agency directly to the candidates with a copy to SNDTWU. (doee@exam.sndt.ac.in / admin@exam.sndt.ac.in) h. The agency will prepare and submit a Time Schedule and Detailed Plan of Work with date mentioning commencement of Online Registration, end of Registration, date of Computer Based Test, Date for uploading of Admit Card for the test, Date of MOCK Test etc. i. The Agency must show and submit suitable emergency management plans during any emergency situations. j. The Agency shall provide a facility to aspiring candidates for MOCK Test. The mock test should be a replica of the actual examination. k. Agency should submit – List of candidates who have submitted applications successfully and uploaded all related documents as per eligibility criteria within stipulated time: <ul style="list-style-type: none"> List of candidates who are exempted. List of candidates who are conditionally eligible. List of candidates who are not eligible. <p>✓ CONDUCT OF ONLINE EXAMINATION :</p> <ul style="list-style-type: none"> a. The agency will have to complete registration process of the candidates before start of examination (digital photo, finger print etc.) and after that allow candidates to appear for the online test. 					

Sr. No.	Particular	Qty. (In Nos.)	Rate (In Rs.)	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p>b. To arrange/provide adequate displays and required instructions/information to the candidates appearing for online examination.</p> <p>c. The system should support question randomization with option shuffling ensuring that no two question papers are alike.</p> <p>d. In MCQ Pattern the Agency must have to provide following –</p> <ul style="list-style-type: none"> ○ Auto next provision ○ Allowed to review previous question ○ Randomization ○ Must show a question panel ○ Must show section and topic name ○ Frequency Navigation Alert ○ Flag Button ○ Resume Test Activation ○ Screen Capturing, Chat (only available for remote proctoring), Clear response, Image Capturing (usually activated for Remote Proctoring), Navigation alongwith 20 frequency Auto Proctor System. ○ Control room with a trained staff, who will answer the scholar's queries. <p>✓ POST EXAMINATION WORK :</p> <p>a. The Agency shall calculate marks obtained by each candidate as per their performance in the Online Test for both the papers and submit the list of candidates as follows.</p> <ul style="list-style-type: none"> ➤ Merit list according to the marks scored in both the test separately (subjectwise-categorywise) ➤ Merit list according to the total marks scored in each test separately (subjectwise-categorywise) 					
	Total Rs.					

UNDERTAKING :

I /We have read the terms and conditions of the tender and I / We hereby agree to agree to abide by the same.

Seal of the Tenderer


Date :

Signature of the Tenderer

General Conditions:

- 1) The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
- 2) The university has rights to have a discussion with L1 or as case may be with L2 as per the decision by the Tender Opening Committee and university authorities.
- 3) **Payment:** Payment will be done after the completion of exams and receiving all the reports and candidates form with all documents through email. No advance will be paid. TDS will be deducted as per rules.
- 4) **Penalty:** Penalty will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.
- 5) The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.
- 6) The rate validity will be up to 45 days from the date of submission deadline.
- 7) All necessary documents, manuals to be handed over to be concerned department, Juhu campus.
- 8) Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.
- 9) The University reserves the right to reject the quote in whole without assigning any reason thereof.

Encl.: As mentioned above.


18/11/22
(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation


17/11/22